

**MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Whitecourt**
held on Monday, October 23, 2023 at the Forest Interpretive Centre

Present:	Mayor Pickard; Deputy Mayor Lapointe; Councillors Baker, Lanctot, and Schlosser; Chief Administrative Officer Smyl; and Recording Secretary Grimstad-Davidson.
Absent:	Councillors Chauvet and McAree.
Call to Order & Mayor's Address:	The Meeting was called to order at 4:03pm; Mayor Pickard presiding.
Adoption of Agenda:	<u>23-318 Moved by Councillor Lanctot</u> That the Agenda be adopted as presented. - CARRIED UNANIMOUSLY.
Minutes from the October 10, 2023 Regular Meeting:	<u>23-319 Moved by Councillor Baker</u> That the Minutes from the October 10, 2023 Regular Meeting be adopted as presented. - CARRIED UNANIMOUSLY.
Minutes from the October 11, 2023 Special Meeting:	<u>23-320 Moved by Councillor Schlosser</u> That the Minutes from the October 11, 2023 Special Meeting be adopted as presented. - CARRIED UNANIMOUSLY.
Public Input Session:	There were no members of the public wishing to make a presentation.
Naming of Fire Training Facility Grounds:	The Chief Administrative Officer advised that the Whitecourt Fire Department requested that the Fire Training Facility at the Public Works Yard be renamed as the Bruce Parrent Fire Training Facility and introduced the Director of Community Safety and Deputy Chief. The Director noted that Chief Parrent, who passed away in spring 2023, was instrumental in establishing the training facility and indicated that the Fire Department would like to honour Chief Parrent by naming the facility to recognize him. <u>23-321 Moved by Councillor Baker</u> That Council authorize the naming of the Fire Training Grounds to the Bruce Parrent Fire Training Facility. - CARRIED UNANIMOUSLY.
Social Prescribing Program:	The Chief Administrative Officer noted that the Town received grant funding from the United Way and through Healthy Aging Alberta to assist seniors by allowing them to age in place and introduced the Director of Community Services. The Director noted that while the Town currently has senior-centered supports and programs, the grant will allow increased service delivery to local seniors. <u>23-322 Moved by Councillor Lanctot</u> That Council accept the Social Prescribing Program as information. - CARRIED UNANIMOUSLY.

Economic Development and Tourism Strategic Plan:

The Chief Administrative Officer noted that the Economic Development Committee and Policies and Priorities Committee had reviewed the proposed Economic Development and Tourism Strategic Plan and introduced the Economic Development Officer to provide highlights of the Plan.

23-323 Moved by Councillor Lanctot

That Council accept the recommendation of the Policies and Priorities Committee and adopt the 2024 Economic Development and Tourism Strategic Plan.

- CARRIED UNANIMOUSLY.

Centennial Park Pathway Improvements – Tender Award:

The Chief Administrative Officer advised that bids had been received for the Centennial Park Pathway Improvements and introduced the Director of Infrastructure and Manager of Infrastructure Services to provide further details. The Manager noted that construction will take place in three phases, over a three year period.

23-324 Moved by Councillor Baker

That Council award the contract for the Centennial Park Pathway Improvements to E-Construction, a Division of NPA Ltd. for \$1,966,698.53 plus GST.

- CARRIED UNANIMOUSLY.

2024 Power Franchise Fee:

The Chief Administrative Officer noted that further to review by the Policies and Priorities Committee, an increase to the power franchise fee was being proposed and introduced the Director of Corporate Services to provide further information. The Director outlined the process involved in changing the franchise fee.

23-325 Moved by Councillor Schlosser

That Council accept the recommendation of the Policies and Priorities Committee and approve an increase to the franchise to 4.47% as the Fortis Alberta Power Franchise Fee Rate as of January 1, 2024.

- CARRIED UNANIMOUSLY.

2024 Gas Franchise Fee:

The Chief Administrative Officer noted that further to review by the Policies and Priorities Committee, an increase to the gas franchise fee was being proposed and introduced the Director of Corporate Services to provide further information. The Director outlined the process involved in changing the franchise fee.

23-326 Moved by Councillor Lanctot

That Council accept the recommendation of the Policies and Priorities Committee and approve an increase to 33.55% for the ATCO Gas and Pipelines Ltd. Franchise Fee as of January 1, 2024.

- CARRIED UNANIMOUSLY.

2024 Budget Schedule:

The Chief Administrative Officer advised that Administration had developed a proposed timeline for the 2024 budget and introduced the Director of Corporate Services. The Director noted that the presentations follow a similar format to previous years.

23-327 Moved by Councillor Baker

That Council adopt the proposed 2024 Budget Schedule as presented; and that Council schedule a Special Meeting of Council to discuss the 2024 Budget on December 13, 2023 at 4:00pm.

- CARRIED UNANIMOUSLY.

2024 Council
Planning Session:

Prior to hearing the item, the Mayor indicated that two-thirds consent was required prior to re-introducing this item, as it had been less than six months since it was previously heard by Council.

23-328 Moved by Mayor Pickard

That Council proceed with discussion on the 2024 Council Planning Session.

- CARRIED UNANIMOUSLY.

The Chief Administrative Officer noted that due to scheduling conflicts and facility availability, Administration proposed hosting a series of workshops in lieu of the annual Council Planning Session.

23-329 Moved by Councillor Schlosser

That Council rescind Motion 23-266 and cancel the 2024 Council Planning Session scheduled for January 25 – 27, 2024.

- CARRIED UNANIMOUSLY.

23-330 Moved by Councillor Schlosser

That Council direct Administration to schedule a series of workshops in early 2024 to share information typically shared at the annual Council Planning Session.

- CARRIED UNANIMOUSLY.

Town of Whitecourt
Policy Manual
Review:

The Chief Administrative Officer advised that, per policy, the Whitecourt Policy Manual is reviewed annually. The Policies and Priorities Committee reviewed the document and recommended adoption.

23-331 Moved by Deputy Mayor Lapointe

That Council accept the recommendation from the Policies and Priorities Committee and adopt the Town of Whitecourt Policy Manual as presented.

- CARRIED UNANIMOUSLY

Municipal Law
Seminars:

The Chief Administrative Officer indicated that Reynolds Mirth Richards Farmer and Brownlee LLP annually host law seminars on municipal topics.

23-332 Moved by Councillor Baker

That Council be authorized to attend the 2024 Brownlee Emerging Trends Seminar and the 2024 Reynolds Mirth Richards Farmer Municipal Law Seminar.

- CARRIED UNANIMOUSLY.

Councillor Reports:

Councillor Baker attended a meeting for Eagle Tower Victim Services, the Economic Development Forum and the Fire Department Awards Night.

Councillor Lanctot attended a Municipal Planning Commission meeting, Pub Foods with the Dudes and the opening of the branch office for MLA Long; as well as the Economic Development Forum and the Fire Department Awards Night.

Councillor Schlosser attended a Municipal Planning Commission meeting, Budget Meeting for the Community Services Advisory Board, the Economic Development Forum and the Fire Department Awards Night.

Deputy Mayor Lapointe gave greetings on behalf of the Town at the TOPS 40th Anniversary Celebration, and attended meetings for the Library Board, Yellowhead Regional Library, and Community Futures Yellowhead East. She also attended the Economic Development Forum and the Fire Department Awards Night.

Mayor Pickard attended a Chamber Meeting, a Community Health Group meeting, a meeting for the Alberta Association of Police Governance, an event to celebrate the completion of renovations at the Wellspring Resources building, the Economic Development Forum and the Fire Department Awards Night.

23-333 Moved by Councillor Schlosser

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

23-334 Moved by Deputy Mayor Lapointe

- a) Town Accounts – Cheques 85356 – 85585;
- b) September 25, 2023 Thank You Letter from Minister of Seniors, Community and Social Services re Wildfire Evacuations;
- c) October 3, 2023 Thank You Letter from Minister of Children and Family Services re Congratulatory Letter;
- d) Bruce Parrent Celebration of Life;
- e) Town of Whitecourt 2023 Press Releases:
 - i. October 11, 2023 – Whitecourt Town Council Update;
- f) Woodlands County 2023 Media Releases:
 - i. October 11 Council Recap;
- g) Mayor’s Calendar; and
- h) Council Calendar.

- CARRIED UNANIMOUSLY.

The meeting recessed at 5:05pm.

The meeting reconvened at 5:20pm.

23-335 Moved by Councillor Lanctot

That Council go into Closed Meeting to discuss Council Committee Appointments per Section 17 of the Freedom of Information and Protection of Privacy (FOIP) Act, and the 2023 Council Evaluation Follow Up per Sections 17 and 19 of the FOIP Act. Time: 5:21pm.

- CARRIED UNANIMOUSLY.

Councillor Lapointe declared a potential conflict of interest with regard to Council Committee Appointments as a family member was an applicant for a Town Committee and vacated the Council Chambers. Time 5:22pm.

Councillor Lapointe returned to the Council Chambers at ~~5:42pm~~ 5:27pm.

Items of Information:

Closed Meeting:

As Amended by Motion 23-343, November 14, 2023

23-336 Moved by Councillor Lanctot

That Council revert to the Regular Meeting. Time: 5:56pm.

- CARRIED UNANIMOUSLY.

Council Committee
Appointments:
As Amended by
Motion 23-343,
November 14, 2023

Councillor Lapointe declared a potential conflict of interest as a family was an applicant for a Town Committee and vacated the Council Chambers. Time ~~5:22pm~~ 5:57pm.

23-337 Moved by Councillor Baker

That Council approve the appointments to the Youth Advisory Council, as attached to and forming a part of these minutes.

- CARRIED UNANIMOUSLY.

Councillor Lapointe returned to the Council Chambers at 5:57pm.

23-338 Moved by Councillor Baker

That Council approve the Council Committee public appointments, as attached to and forming part of these minutes and that the appointment of Chantelle Hoisington to the Municipal Planning Commission be ratified for October 2022 – October 2023; and that Council direct Administration to readvertise for remaining vacant positions.

- CARRIED UNANIMOUSLY.

2023 Council
Evaluation Follow
Up:

23-339 Moved by Councillor Lapointe

That the 2023 Council Evaluation Follow Up be deferred to the next meeting of Council.

- CARRIED UNANIMOUSLY.

Adjournment:

23-340 Moved by Councillor Schlosser

That the Regular Meeting of Council be adjourned. Time: 6:01pm.

- CARRIED UNANIMOUSLY.



Mayor



Chief Administrative Officer

2023 Council Committee Appointments

Committee/Board	Name	Term Expiry
Community Services Advisory Board	Crystal Szybunka	October 2026
Economic Development Committee - Chamber of Commerce Representative	Julie Sawyer	October 2026
	Steve Cook	October 2024
Municipal Planning Commission	Chantelle Hoisington	October 2026
	Glen Kingdon	October 2025
	Shari Greenlee (Alternate)	October 2024
Protective Services Committee	Sharon Mailloux	October 2026
Whitecourt Library Board	Nancy Keough	October 26, 2026
Youth Advisory Committee	Lucas Boudreau	October 2024
	Logan Glidden	October 2024
	Beckett Holloway	October 2024
	Daxton Holloway	October 2024
	Kevin Jeon	October 2024
	Kahlen Johnson	October 2024
	Carly Lai	October 2024
	Emily Lanoue	October 2024
	Abbeygail Lapointe	October 2024
Kadence Steinke	October 2024	